RBH Badging
Card Badging Module

BADGING MANUAL

Integra32™
A SECURITY MANAGEMENT SOLUTION BY RBH
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Card Templates

RBH’s Badging module\(^1\) can be run from either Integra32™ or form AxiomV™. This module is used to create cardholder badges. Capturing cardholder pictures and printing the badges are included in this module. Although Icons used for Badging are different in the two systems, the Badging module itself is the same.

**Integra32™**

Click *Badge Designer* under *Tools* to open the template design screen.

**AxiomV™**

Click *Badging Template* to open the template design screen. *Badging Templates* will be under *Tools*, it also could have been added to the toolbar.

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\(^1\) Require Badging Licence
Badging Template Designer

Regardless of which RBH system you have the Badging Template Designer works same way just have different Icons on the toolbar. The designer screen in AxiomV™ will appear as shown below:

Integra32™
**New Template**

Click on the down arrow to choose from the menu the size and orientation of the card template to be created.

1. Horizontal Card (Width 3.36”, Height 2.18”)
2. Vertical Card (Width 2.18”, Height 3.36”)
3. Horizontal ID (Width 3.50”, Height 2.11”)
4. Vertical ID (Width 2.11”, Height 3.50”)
5. Customized (Size set by user)

**Open**

To edit or view an existing template, click on *Open*.

**Save**

To save the current template, click on *Save*.

**Card Front**

Clicking on *Card Front* will switch the card view to show the front of the card.

**Card Back**

Clicking on *Card Back* will switch the card view to show the back of the card.

**Copy**

*Copy* is used to create duplicate boxes on a card. If you need two *Text* boxes the same size, you can make a copy of the one you created to create the other. You can then edit box to have different data entered into each box.

**Paste**

Clicking *Paste* will actually create the copy.
Create a Badge

Axiom\textsuperscript{TM}

In Integra32\textsuperscript{TM}
To create a badge template:

- Select the size and the orientation for the template.
- Right click on the card image to pop-up a menu where you can select Properties to choose a background picture or a background color for the card template.

The Background Picture tab allows you to add a background picture to the card template. Use the Find button [ ] to browse for a picture and set its appearance as Tile, Center, or Stretch. No Picture is used to remove a previously chosen picture. This feature can be appropriately used to select the company logo, picture of the company building and such similar images as the background picture for the card template.
The *Background Color* tab will allow you to add a solid colour to the background of your card. Choose a colour by clicking on the *Change* button.

- After setting up the card’s background, right click on the card template again to insert one of the fields available.
• Select Insert Photo Field to insert a picture field in the card template.

• Right click on the Picture box and select Properties.

You can arrange overlapping boxes on your card template with Bring Field to Front and Send Field to Back.
A *Static Picture* is usually something like a company logo, (use the `Find` button to browse for the required picture.)  While *Picture Field* will insert the cardholder’s picture.  *Best Fit* will display the picture in its actual size and *Stretch* will fill the available space completely with the picture.  The default picture box size is 1440 by 1800 (that’s a standard portrait ratio of 1:1¼). The *Photo Size* button changes the box size to 1600 by 2000.

Under the Details tab you can choose to have a border around the picture box.  You can adjust the size and position of the box as well.

- Next add a Signature/fingerprint box the same way you added the picture box.
• Right click on the Signature box and set the properties for signature box as you did for the picture box. Signature and Fingerprint boxes only have one tab in their properties. You can set the size & position of signature/fingerprint box either by stretching and moving the box in the card template itself or by setting its position in the properties window.

![Signature and Fingerprint Field Properties](image)

• Add Text boxes the same way that you’ve added the Picture and Signature boxes.

![Create Window](image)

A Text box like Picture boxes can have fields inserted from the cardholders’ database, or it can have static (or fixed) text.
Size and Position can be set exactly and Alignment can be configured.

Text Details tab is where the font for the text can be changed. Foreground colour will change the colour of the text itself, while Background colour will change the background in the text box only. A pure white background will not be printed; therefore the card background will show around the text. To print a white background change the colour to something that is close but not pure white.

If you have selected a background colour for the card template, you would probably like to have the same colour selected as the background for the text box.
RBH Badging Module also supports what is called *Vertical Text*.

In *Text* boxes that are taller than they are wide (and have a TrueType font selected) the text will be rotated 90° (or 270° if the *Inverted* box is checked).

*Only TrueType fonts can be rotated.*
The same text can be rotated 270° if the Inverted Box is checked in the Text Field Properties Window.

The inverted Box is visible only if the text selected is vertical.
When you are finished with the front of your card flip it over by clicking on the backside button in *Badge Template Designer* window and do the backside.

You will have to save your template before flipping to the backside of the template.

- The same procedures apply to the back that applied to the front.
- Add *Bar Code* field the same way that you’ve added the *Text*, *Picture* and *Signature* boxes.
To add a barcode you will need to install the required barcode font. Select from the list under *Barcode Type* and choose a *Barcode Size*. Select under *Field Name* the source of the data for the barcode. You have the option to select *Static Text* or one of the Cardholder’s fields, as the field for *Barcode*, same as in case of *Text Field*. *Preview* will show you how the barcode will appear.

The *Details* tab allows you set the *Size*, *Position*, and *Alignment* for the Barcode box. Border or no border is also selected here.
When you have completed your design it is recommended that you save it. It can then be used with RBH database to display cardholders and print cards.
**Integra32™ Capture**

In the Integra32™ software, open the Cardholder screen and click on the Photo tab. Find the cardholder you are to work on. If you have more than one card template, select a template to work with and then click **Edit**.
**Take Picture**

From the *Image Edit Window* you can either *Select* a previously taken still picture, or can *Acquire* a picture from a live feed. If you have a live video feed it will be shown on this screen immediately. Clicking on *Acquire* will freeze the picture and *Live* will restore the live view (if you don’t like the frozen screen).

*Stretch* will toggle the screen view between showing the picture fitted into the window, and showing the picture its actual size.

Clicking on *Advanced* will open up a screen for advance setting for the video picture.

Whether you have selected a still picture or captured a live picture from a video feed you will need to crop the picture.
Click on the picture to bring up a box indicating the actual area to be saved. Portraits are best if kept at a 1:1¾ aspect ratio.
When you are happy with the capture area (and aspect ratio) click Save (1) or Save (2) to store the image. The image is stored and related to the cardholder currently selected.
AxiomV™ Capture

In the AxiomV™ software, go to the Cardholder screen and click on the Photo tab. The screen will look different from the Integra32™ screen but has the same basic functionality.
Take Picture

From the *Image Edit Window* you can either *Select* a previously taken still picture, or can *Acquire* a picture from a live feed. If you have a live video feed it will be shown on this screen immediately. Clicking on *Acquire* will freeze the picture and *Live* will restore the live view (if you don’t like the frozen screen).

*Stretch* will toggle the screen view between showing the picture fitted into the window, and showing the picture its actual size.

Clicking on *Advance* will open up a screen for advance setting for the video picture.

Whether you have selected a still picture or captured a live picture from a video feed you will need to crop the picture.
Click on the picture to bring up a box indicating the actual area to be saved. Portraits are best if kept at a 1:1¼ aspect ratio.
When you are happy with the capture area (and aspect ratio) click **Save (1)** or **Save (2)** to store the image. The image is stored and related to the cardholder currently selected.
Get Signature
Get Signature will bring up the Signature Preview window. This window will look different depending upon what signature device is selected in the badge tab of system settings window. Cancel will close the Signature Preview window without saving, while Signature will bring up a full white screen.

After the signature has been entered on the screen, press the Spacebar to preview the signature. Save to Signature 1 or Save to Signature 2 will store the signature and relate it to the current cardholder.
Print Card

Click on Print Card to print the shown card for the current cardholder.

Setup Printer

The Print Setup Window is used to configure the printer (front, back, or both sides). The Printer Setup button will take you to the operating system’s printer setup so you can change printer or go into more advanced configuration.
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